

# Butterfly Garden Learning Center Handbook



Illustrated by Katie  
BGLC Graduate 2001

## 2020-2021 Parent Handbook, Revised 8/26/2020

Butterfly Garden Learning Center, Inc.  
12546 West 159<sup>th</sup> Street  
Homer Glen, IL 60491  
(708) 645-5400 office  
(708)645-2699 fax  
[bglc@comcast.net](mailto:bglc@comcast.net)  
[www.butterflygardenlc.com](http://www.butterflygardenlc.com)

Dear Parent,

Thank you for choosing Butterfly Garden as the learning center for your child. Our commitment is to do the very best for your child. We care, as you do, in your child's total development and are dedicated to preparing your child for kindergarten, future schooling, and life.

This handbook will explain our policies and procedures. **August 2020 revisions to the handbook are indicated in red.** If you should have any other questions, please feel free to ask.

Sincerely,

**Stacey Mladic  
Dana Ruane**

**Directors**

### **Our Purpose and Goals**

Our purpose is to create an inviting, stimulating, cozy environment where learning will be fun; where each child will be treated with the utmost respect all of the time. We will provide an opportunity for each to have free choice of activities and free choice of playmates. Our purpose is to teach and interact in a manner that will build the child's self-esteem, cultivate his natural curiosity, develop a love for learning, and a positive attitude about school. Butterfly Garden Learning Center will provide a varied, "hands-on" program designed to nurture each child's social, emotional, physical, and intellectual growth as the child's readiness dictates.

**Our goal is to give 100% to each and every child, each and every day.**

**Services:** Our program operates from September 8<sup>th</sup> to May 28<sup>th</sup> with both a winter and spring break.

**4 and 5's Preschool Program: 2.5 hours**

A.M. Session	8:45, 9:00, 10	Wednesday, Thursday, and Friday
P.M. Session	12, 12:15, 1:15	Wednesday, Thursday, and Friday
5 day Program	1:00-3:00 (M & T) 12:15-2:45 (W-F)	Monday-Friday
	<b>1.5 hours</b>	
4's Extended	8:00-9:30	Monday-Friday

**3's Preschool Program: 1 hour 59 minutes**

A.M. Session	8:00, 8:15	Monday and Tuesday
Midday Session	10:15, 10:30, 10:45	Monday and Tuesday
P.M. Session	1:00, 1:15, 1:30	Monday and Tuesday

**Sample: Daily preschool schedule for 4 & 5's a.m. sessions**

Staggered and P.M. daily sessions will have similar scheduling

9:00 – 10:00	10-10:30	10:30 – 10:45	10:45 – 11:15	11:15 – 11:30	11:30
Art and Free play	Academic Curriculum	Hand washing and Snack	Science Curriculum	Music & Movement	Dismissal

**Sample: Daily preschool schedule for 3's a.m. sessions**

Staggered and P.M. daily sessions will have similar scheduling

9:00 – 9:45	9:45-10:15	10:15-10:45	10:45-10:59	10:59
Art and Free play	Academic Curriculum	Science Curriculum	Music & Movement	Dismissal

**Academic Curriculum** – mini lessons of letter, number, color, shape, or other concept along with free choice of shelf time.

**Science Curriculum** – mini “hands-on” science lessons and free choice of practical life and science materials.

**Art** – teacher directed art or craft activities (using cutting, gluing, coloring, etc.) in addition to a variety of painting techniques.

## **For our Preschool Program:**

### **Grouping of Students within COVID-19 mandates:**

1. Children and staff will maintain stable groups every day.
2. BGLC will operate with smaller class sizes.
3. Students will not interact with students outside of their designated area.
4. Students will remain in their own daily classrooms.
5. Sinks and bathrooms will be designated for each student group.

### **Personality Bag (Tuesdays)**

Due to concerns of health and safety, personal items may not be brought to school at any time. Teachers will highlight student interests in an alternate format and resume the Personality Bag when the CDC and DCFS deems it safe to share personal items at school.

### **Show and Tell (Monthly)**

Due to concerns of health and safety, personal items may not be brought to school at any time. Teachers will highlight student interests in an alternate format and resume Show and Tell when the CDC and DCFS deems it safe to share personal items at school.

### **Personal Items**

Please have your child leave all of his/her toys at home.

**These items may compromise the school's safe and disinfected environment.**

### **Color Day (Tuesday and Thursday)**

The first nine weeks of school (on Tuesday and Thursday depending on which day your child attends) will be Color Day. Your child may wear something (or everything!) of the designated color that day. Painting, games, and songs etc may be of that color for reinforcement. Check your calendar for dates of special colors.

### **Communication**

A monthly newsletter and calendar of school events and information will be sent via e-mail at the beginning of each school month in addition to our website. Daily news and learnings will be shared electronically to better help parent and child communication about their day! Phone calls to parents will be made when necessary. We will have staff-parent conferences once a year and a progress report once a year. **These will likely not be in person as we follow recommendations by the CDC and DCFS.** Feel free to also check our website for information at [www.butterflygardenlc.com](http://www.butterflygardenlc.com).

## **Communication/Notifications in Relation to COVID-19:**

1. Butterfly Garden Learning Center, Inc. will communicate with families using email and classroom applications in case of emergencies.
2. Butterfly Garden Learning Center, Inc. will ensure that parents/guardians are notified when any communicable disease has been introduced into the program.
3. Communication will be in accordance with confidentiality and permission requirements by DCFS in Section 407.80(b) of Licensing Standards.
4. Butterfly Garden Learning Center, Inc. will notify IDPH, CDC, and local DCFS Licensing office immediately upon being informed of exposure to COVID-19.
5. Butterfly Garden Learning Center, Inc. requires that families immediately notify the center if someone in the program tests positive or if the child has been in close contact with a positive case.

## **Progress Reports**

The center will provide the parents of the preschoolers with a parent/teacher conference at midyear and a report card at the end of the school year. **These will likely not be in person as we follow recommendations by the CDC and DCFS. Teachers may also be contacted through Brightwheel.**

## **Snacks: Wednesday-Friday Only**

Each child's parent, approximately 3 – 4 times a school year, will provide pre-packaged snacks and boxes of 100% apple juice. We will send you a note prior to your scheduled turn and give you all the pertinent information.

**Due to the developmental needs of three year-olds and their stage of self-help, there will be no snack on Mondays and Tuesdays.**

**Snack time for the four and five year old students on Wednesday-Friday will follow recommendations:**

1. Children will wash hands before and after snack.
2. Children will be at a safe distance of six feet apart while having snack.
3. Surfaces where students eat will be disinfected both before and after snack times.

## **School Parties**

We will have several special parties for the children throughout the year. Parties will be held for Halloween, Thanksgiving, Christmas, and Valentine's Day.

## **Excursions**

No visits or trips will take place off of school property. Your child will have the opportunity to observe nature next to the center with the understanding that all observations are teacher supervised.

## **Birthdays**

We will celebrate each child's birthday at school. A note will be sent home prior to your child's birthday to inform you of the celebration date. The birthday note will provide you with more information concerning your child's special day. If your child has a summer birthday, we will either celebrate his/her 'early birthday' in April/May or at their "half-birthday." Birthdays will still be celebrated at BGLC with games, a birthday crown, and special songs. Party treats or favors cannot be distributed due to mandates however, students may purchase a Legacy Gift for the school in their honor. The BGLC wishlist can be found on our website.

## **Fees and Payment**

A \$75.00 non-refundable registration fee will be charged per school year. Tuition is due on the first school day the child attends each month from September through May. September's tuition is due on "Get Acquainted Day" in August. All 4 year olds will also be asked to pay an additional \$5 non-refundable science fee at the time of registration. A \$25 school supply fee will be required of each child for personal school supplies for their exclusive use in addition to the yearly Brightwheel subscription. Details will be supplied in student placement letters.

### **Monthly Tuition:**

- 3's a.m. Program: \$145.00
- 4 & 5's Program (3 Day): \$210.00
- 4 & 5's 5D Program (5 Day): \$325.00
- 4 & 5's 4E Extended Program: \$175.00

\*Full tuition is due otherwise regardless of absences or holidays. Tuition is due for the following holidays even though school is closed: Winter break, Spring break, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and the day after, Teacher's Institute, President's Day, Easter weekend, and Memorial Day.

Students who register for the 2020-2021 school year will be responsible for the full year's tuition, regardless of absences or attendance.

### **Payment Methods: Going Paperless for Health & Safety**

Parents are required to submit information for electronic fund transfer (EFT/ACH) or credit card payments. If opting to pay by credit card, additional credit card fees will be applied. We will no longer be accepting personal checks or cash payments for tuition, unless it is for the full year.

### **Delinquent Fees:**

A fee of \$10.00 will be charged for each week's tuition received late. If fees are unpaid two weeks after the due date, the child will not be admitted to Butterfly Garden Learning Center and will be dropped from our program. A new registration fee will need to be paid to re-register for our program. A fee of \$20.00 will be charged for returned checks.

## Arrival and Dismissal Time

Parents will leave their child to the care of the staff at the health checkpoint. We ask that parents pick up their child no later than five minutes after class is dismissed.

## Arrival and Departure Policy

Only parents are allowed to pick up their child unless a signed permission note has been given to the teacher prior to the school day. A permission note, a "Child Release Form", can be downloaded from the resource link on the website. All parents (or person picking up) must sign out their child each day. Please do not allow your child to leave the building ahead of you. We want to ensure the safety of your child in the parking area.

### Revised Arrival/Departure Procedures:

1. Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter.
2. Check-in and check-out procedures will be completed using Brightwheel.
3. BGLC will stagger arrival and drop off times and plan to limit direct contact with parents as much as possible.
4. Staff will greet children and their parent/guardian outside or in the foyer as they arrive.
5. Students and caregivers will proceed through health check points.
6. BGLC will designate a parent or staff to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their parents.
7. Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children. Siblings and non-registered children are not allowed in the facility.

### Health Checkpoints

1. Daily Health Screenings must be conducted for children, staff, parents, guardians and other visitors entering the facility.
  - Children: Temperature checks shall be conducted and recorded for each child upon arrival.
  - Parents, Legal Guardians, or Other Persons Authorized for Drop-off/Pick-up: Temperature checks shall be conducted and recorded for each parent, legal guardian, or authorized person upon arrival for drop-off and/or pick-up if they are entering the facility.
  - Visitors: Visitors should not be permitted into classrooms unless



necessary for the health, safety and education of children and must always be masked while inside the facility, unless they have medical conditions or disabilities that prevent use of a face covering. Visitor's temperature must be taken before entering the facility using the barrier/partition method.

2. Screening Methods/Social Distancing Practice includes the following steps:
  - a. Parent/Guardian will wait in their vehicle until a social distance sidewalk marker becomes available before proceeding through the health check.
  - b. Parent/Guardian will confirm that the child does not have fever, shortness of breath or cough; sore throat, vomiting, or diarrhea utilizing the COVID questions through Brightwheel.
  - c. Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
  - d. Butterfly Garden Learning Center, Inc. will perform health checks with reliance on barrier/partition controls using the following procedure:
    1. Stand behind the checkpoint barrier, to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
    2. Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
    3. Conduct temperature screening:
      - Perform hand hygiene and put on disposable gloves.
      - Check the child's temperature, reaching around the partition.
  - d. Temperatures will be checked and recorded.

### **Authorized Persons to Pick Up Your Child**

If someone else is authorized to take your child home, they must sign your "Child Release Form". Anyone picking up your child needs to show identification.

### **Failure to Pick Up Child at Designated Departure Time**

Children are to be picked up at their assigned dismissal time. If a child is not picked up at that time:

1. The teacher will attempt to reach, by phone, the parent or guardian responsible for pick up after ten minutes has passed.
2. If the teacher is not able to contact the parent or guardian responsible, emergency contacts (in the order they have been provided by parents or guardians on the child's emergency card) will consequently be contacted for pick-up of the child.
3. BGLC will keep the child for forty-five minutes beyond the pick-up time before contacting outside authorities, such as the police, if any contact with parents, guardians, or emergency contacts have failed.
4. The child will be BGLC's responsibility until authorities arrive in such a situation.
5. Staff will not hold the child responsible for the situation. Discussion of the issue will only be with the parent or guardian and never with the child.



## **Emergency School Closings**

We will close on severe snow/weather days and will typically follow the public school district 33-c's closings. An email will be sent to parents and a message on our website will also state the closing. We also will close school if we feel there is a threat of tornado or if the school has an unforeseen emergency closing. (Tuition will be due regardless of any emergency closing.)

If Butterfly Garden Learning Center, Inc. is mandated to close or closes due to the recommendation of the CDC or DCFS due to the health and safety of our students, we will transition to our e-learning model. Tuition will be due regardless.

## **Insurance**

All medical expenses incurred while your child is at Butterfly Garden Learning Center will be the responsibility of the parent. The center does not offer any type of insurance that you, the parent, can purchase for your child. As required by DCFS, Butterfly Garden Learning Center carries public liability insurance.

## **COVID Disclaimer or Waiver**

All families must sign the BGLC COVID-19 Waiver Form available at: <https://form.jotform.com/201735428650151> or will be provided a form.

## **Medical Care**

A staff member will administer light first aid for a minor wound or injury received while your child is at school. Parents will be notified of the incident at time of departure.

If your child has a medical emergency while at the center, Homer Township ambulance will be called, and your child will be taken to your choice of Silver Cross or Palos Community Hospital unless the emergency paramedics feel otherwise due to the emergency circumstances. A staff member will accompany your child to the hospital. You will, of course, be notified immediately.

If your child is exempt for medical care, the parent will provide information of a certified practitioner. If the center is unable to locate the certified practitioner the medical emergency procedure of the center will occur.

## **Health Requirement for Children**

Each child will have a completed medical form on file at the Butterfly Garden Learning Center by August 1st. The form will be provided and is good for 2 years.

A cot (which will be removed from the other students) shall be available for any student who takes ill until the parent (or emergency name) can get to the center.

## Illness Policy: COVID-19

1. Butterfly Garden Learning Center, Inc. will require sick children and staff to stay home.
  - It is important to keep your children home when they are sick.
  - Our staff will be vigilant for symptoms of illness.
  - Children who come to BGLC sick or become sick while at the facility will be sent home as soon as possible.
  - Sick children will be kept separate from well children and staff until they can be sent home.
2. Any child or staff member suspected of having COVID-19 or diagnosed with COVID-19 shall be excluded from the facility. Symptoms of COVID-19 are fever (temperature greater than 100.4F/37C), sore throat, cough, shortness of breath, headache, abdominal pain, vomiting and diarrhea. In addition, some individuals (especially adults) may present with the following symptoms: congestion or runny nose, new loss of sense of taste or smell, nausea, fatigue, muscle or body aches.
3. If the child or staff member is diagnosed with COVID-19, he or she may not return to the child care facility until ALL three of the following are met:
  - Individual is free from fever without the use of fever-reducing medications for at least 24 hours.
  - Individual shows improvement in respiratory symptoms.
  - It has been at least 10 days since the onset of the individual's illness.
  - Individual provides a "Release from Isolation" letter issued from local health department.
  - The local health department would determine if a class was considered in close contact with a positive individual. 14 day remote learning for that class will be determined by their findings.
4. If the child or staff member exhibits COVID-19 symptoms, they must be evaluated by a medical provider. The child/staff member may return to school if:
  - No fever is present for 24 hours without the use of fever reducing medications (fever is temperature greater than 100.4F/37C)
  - There is proof of a negative test for COVID-19 or;
  - A note from a medical provider is provided documenting no clinical suspicion of COVID-19 infection.
5. Any child or staff with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 shall be excluded from the school for 14 days and monitored for symptoms. If symptoms develop, they should be evaluated and tested for COVID-19.
6. Butterfly Garden Learning Center, Inc. will implement the following if someone is or becomes sick.
  - The center has an isolation area that can be used to isolate a sick child.
  - The center will follow CDC guidance on how to disinfect if someone is sick.

Staff shall be advised to observe and note if 1) Child is too ill to stay at the center upon arrival and 2) If the child looks symptom-free upon returning to school after an illness. Physician statement may be necessary for returning to the center after an illness. For the good of all the children, a child will be sent home if:

1. He/she has a temperature (**100.4F/37C**).
2. He/she has diarrhea or vomiting.
3. He/she has any discharge from eyes or ears.
4. He/she has a severe cold with (green or yellow) nasal discharge.
5. He/she has a rash.
6. He/she is, otherwise, sick in the opinion of the center's staff.

The child should remain at home for a 24-hour period free **from any non-COVID related symptoms**. Parents should report any communicable disease (such as measles and chickenpox) to the director immediately. The child will be released only to a parent or to persons who have been designated, by parent, in writing. The special Release-From-Center-Form, with the parent's signature, is on the registration form and will be kept on file.

If the child is well enough to be at the center, the child is well enough to participate in all activities (including gross motor), unless the parent has made a special notation on the paper provided at the sign-in area for special circumstances.

### **Birth Certificate**

Each child will have a copy of their original birth certificate on file. A staff member who has verified the child's birth date will initial each copy.

### **Personal Protective Equipment (PPE):**

1. Staff: BGLC staff will enforce the following equipment for staff, which will be changed or disinfected between each group of students in their care:
  - Facemasks or face shields
  - Smocks
  - Gloves, when needed
2. Students:
  - Families must supply their student with 2 personal facemasks, labeled with their first and last name.
  - BGLC will have additional facemasks in supply should a child's personal facemask become soiled or compromised.
  - Per mandate, students must wear their facemasks while on premises.
  - Face coverings must not be worn while children are eating/drinking, Strict and consistent physical distancing will be practiced during these activities.
  - Exceptions for face coverings may include but are not limited to the following: (Physicians must provide documentation for exclusion.)
    1. Children who cannot safely and appropriately wear, remove, and tolerate face coverings;

2. Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance;
3. Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face covering;
4. Children for whom the only option for a face covering presents a potential choking or strangulation hazard;
5. Children who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and
6. Individuals who need to communicate with people who rely upon lip-reading.
7. Individuals who have medical conditions or disabilities that prevent use of a face covering.

3. Visitors: All visitors must wear their own personal facemask in the building.

### **Enhanced Cleaning and Sanitation Procedures**

Butterfly Garden Learning Center, Inc. will develop enhanced plans to ensure safe indoor space for children, staff, and visitors. It will include, at a minimum, the actions below:

1. Butterfly Garden Learning Center, Inc. will remove all soft plush toys that can harbor germs and cannot be readily cleaned.
2. Butterfly Garden Learning Center, Inc. will increase cleaning, sanitizing, and disinfecting practices:
  - The center will adhere to a schedule for cleaning and disinfecting.
  - Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched.
  - Staff will use all cleaning products according to the directions on the label.
  - All cleaning materials will be kept secure and out of reach of children.
  - Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products.
3. The staff will clean and disinfect areas used, equipment, and toys at the end of each class session and the end of each day.
4. Butterfly Garden Learning Center, Inc. will close each classroom between programs or shifts to clean and disinfect.

5. Toys or other items that are mouthed shall be removed for sanitizing immediately; No teething toys are allowed at Butterfly Garden Learning Center, Inc. for removal and sanitizing once discarded by a child.
6. Butterfly Garden Learning Center, Inc. will post signage throughout the facility on ways to prevent the spread of germs.

### **Disbursement of Medication**

1. Both prescription and non-prescription medication shall be accepted only in its original container and must be handed to a director.
  - Prescription medications shall be labeled with the full pharmacy label.
  - Non-prescription medications shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication and the directions for use are clearly readable.
2. Medication shall be administered in a manner that protects the safety of the child.
  - The on-site school Director will administer and document the dispensation of the medication each day.
  - Prescription medication shall be administered as required by a physician, subject to the receipt of appropriate releases from parents which shall be on file and regularly updated. Prescription medication shall be used only for the child named on the label.
  - Over-the-counter medications may be dispensed in accordance with manufacturer's instructions when provided by a parent with written permission.
  - Butterfly Garden Learning Center, Inc. shall maintain records of the dates, times administered, dosages, prescription number, if applicable, and the name of the person administering the medication.
3. Medications will not be used past the date of expiration.
4. When a child no longer needs to receive medication, the unused portion or empty bottle shall be returned to the parent.
5. Any topical products will be approved by the parent in writing prior to use on the child.
6. Any medications to be orally administered must be in liquid form.

### **Toilet Training Policy**

Children must be toilet trained by the first day of school. Butterfly Garden Learning Center, Inc. is not licensed for diapering facilities nor is the staff responsible for assisting a child with their toileting process. No diapers or pull-ups will be permitted. We reserve the right to ask that a child be withdrawn from our program if consistent accidents occur.

## Release of Personal Information

We consider all information that is in your child's file and all conversations held with staff members concerning your child to be confidential. The center is restricted by law from releasing confidential information to any individual agency, school, etc. unless we have your written permission to do so. In the case of child abuse or neglect, however, the proper authorities have legal access to a child's file with or without the parent's signature. In addition, DCFS, as required by law, has permission to review your child's information.

## Special Event Notification

Recommendations for group gatherings are discouraged at this time due to the COVID-19 pandemic. The traditional special events will be celebrated in new and innovative formats to ensure the safety and health of our families. These developments are fluid and will be updated as time and restrictions pass.

## Pest Control Policy

### Purpose

The management of Butterfly Garden Learning Center, Inc. is committed to providing a safe environment for the children in our care. We seek to prevent children from being exposed to pests and pesticides. Exposure to pests (insects, cockroaches, rats, mice, etc.), pest residue, and the chemicals used to control them can aggravate or cause health problems for children and staff. Allergic reactions to pest residues and the absorption of chemicals used for pests control often are more serious for children due to their smaller size and proximity to the floor. The Integrated Pest Management (IPM) approach minimizes the exposure of children and staff to pesticides, and includes a variety of non-chemical and chemical methods to prevent and eradicate pests. While pesticides may be used to remediate infestations of pests (such as insects, weeds, and rodents) that may be found in the facility and its surrounding grounds, only the least toxic products will be considered and combined with non-chemical methods.

### Policy

The directors will implement and practice IPM to manage pests in the building and on the grounds to minimize the exposure of pests and pesticides to children and staff. As such, we commit to the following:

1. *Contact* – Stacey Mladic is the designated IPM Coordinator for this facility. This person will act as a liaison between the building occupants and the pest management professional.
2. *Maintenance and Sanitation* – Maintenance, remediation, and sanitation will be conducted in a timely manner to prevent pest access and harborage (water leaks repaired, holes or other access routes sealed, proper food storage, clutter eliminated, etc.).
3. *Pesticide Use and Storage* –
  - a. Regularly scheduled applications of pesticides are NOT permitted.
  - b. Storage of pesticides in the facility is NOT permitted.

- c. Staff are prohibited from bringing pesticides into the facility (no residential or any other pesticides allowed).
  - d. Only certified pesticide applicators or registered technicians that have working knowledge of IPM principles and practices may apply pesticides. Any pest management professional hired to provide pest management or other services must comply with this IPM program and notification policy and be knowledgeable about IPM practices. Pest management professionals must refrain from routine pesticide spraying, provide detailed service reports with each visit and give recommendations for pest prevention.
  - e. When necessary, use of least-hazardous pesticides may be considered after nonchemical management practices have failed. Pesticides will not be applied when children are present at the facility. Toys and other items mouthed or handled by the children will be removed from the area before pesticides are applied. Children may only return to the treated area after two hours of a pesticide application or as specified on the pesticide label, whichever time is greater. In the event of an emergency where pests pose an immediate health threat to children and staff (e.g. wasps) and pesticides are applied, ensure that children will not return to the treated area within two hours of a pesticide application or as specified on the pesticide label, whichever time is greater.
4. *Head Lice* - Pesticide applications to the facility for head lice are ineffective and thus are prohibited by this policy. Non-chemical control options (combs, etc.) are used instead.
  5. *Notification* - Parents and staff will be notified of a pesticide application at the facility at least three operational days in advance except in emergencies where pests pose an immediate health threat to children or staff (bees). Parents and staff will be notified as soon as possible when advance notice is not provided and include an explanation of the emergency, the reason for the late notice and the name of pesticide applied.
  6. *Recordkeeping* - All records of pesticide applications and advance notices will be available upon request for at least 90 days.

### **Exemptions**

This policy does not apply to the following exempted uses of pesticides:

- Germicides, disinfectants, bactericides, sanitizing agents, and chemicals used in normal cleaning activities;
- Personal insect repellents applied to the person with parental consent; and
- Gel bait or manufactured enclosed insecticides where children do not have access to the bait.

### **Communication plan for staff and parents:**

- The directors will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand and agree to abide by the content of the policies.



- During enrollment this policy will be included in the handbook. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located in the resources section of: [www.butterflygardenlc.com](http://www.butterflygardenlc.com).
- Parents may receive a copy of the policy at any time upon request. A summary of this policy will be included in the parent handbook.
- Parents and staff will receive written notification of any updates.

### **Religious Instruction**

There will be no formal religious instruction taught at the Butterfly Garden Learning Center. We will, however, have a short prayer before snack. Your child will have the option to sit silent during this time.

### **Discipline Philosophy**

We will encourage and reward appropriate behavior through positive reinforcement. We will always try to catch the child being good! Inappropriate or disruptive behavior will be met with verbal reminders of appropriate behavior or by ignoring the inappropriate behavior. When a child exhibits inappropriate behavior, we will try to redirect the child to a new activity or area or, if necessary, give the child a 'time out' to allow the child to regain self-control on his/her own. As with all preschool centers, the following are prohibited: physical punishment; screaming at a child, blaming, teasing, insulting, name calling or threatening the child with punishment; withholding of food, affection or positive attention; any form of corporal punishment which includes hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear; or abusive language.

Serious discipline problems will be reported to parents so that we might work together for the child's benefit. If all of the above attempts have been made, and both the teacher and director find the child cannot benefit from our program, the child will be discharged.

'ABC' Writings  
Children Are: Children Need:

Amazing, acknowledge them  
Believable, trust them  
Childlike, allow them  
Divine, honor them  
Energetic, nourish them  
Fallible, embrace them  
Gifts, treasure them  
Here now, be with them  
Innocent, delight with them  
Joyful, appreciate them  
Kind Hearted, learn from them  
Lovable, cherish them  
Magical, fly with them  
Noble, esteem them  
Open minded, respect them  
Precious, value them  
Questioners, encourage them  
Resourceful, support them  
Spontaneous, enjoy them  
Talented, believe in them  
Unique, affirm them  
Vulnerable, protect them  
Whole, recognize them  
Xtra special, celebrate them  
Yearning, notice them  
Zany, laugh with them

~author unknown

**Thank you for taking the time to carefully read our handbook. If there is anything we have failed to explain, please ask! Please keep this handbook handy for future reference. We are truly looking forward to this school year and to teaching your child!**

